

Garrett Park Town Hall Rental Policy

The Garrett Park Town Hall is the primary setting for meetings involving the official business of the town, the Citizens Association, and groups fostering town resident interests, as well as town resident events. Other uses are considered for rental on a case-by-case basis, taking into account the wear and tear on the Town Hall, the congestion implications for the town, and the appropriateness of the event for the building and facilities. The Town Hall is not considered a profit center, but our intention is to match revenues generated from rentals with costs. The town reserves the right not to rent the Town Hall to individuals or groups whose previous Town Hall rentals have resulted in damage, nor to groups that discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, or sexual orientation.

The town's Administrative Staff will have primary responsibility for making decisions on allowing and scheduling events in accordance with the policy established herein; the staff will consult with the Mayor and Town Council in cases involving exceptions and requests that do not match the categories outlined below for use of the Town Hall. The staff will periodically provide reports on usage to the Mayor and Town Council.

I. Categories of events

The following category descriptions determine the level of rental fees that are to be charged; other fees may also apply (see section II). For all these categories, scheduled events should not subject the Town Hall to unusual wear and tear risks.

1. Official town functions (e.g., Town Council meetings)—**no fee** charged. This category includes such other functions as the annual Delegates Dinner, as well as events held by town government committees such as the Archives Committee or the Arboretum Committee.
2. Functions held by certain continuing town resident-based groups—**no fee** charged. Category 2 groups are closely connected to Garrett Park, contribute to the life of the town, and foster residents' interests. Examples include the Citizens Association and Women's Club and their associated activities; see section III for more discussion of this category and a full list of these groups and activities. The duration of category 2 events shall not exceed 24 consecutive hours. *Note:* For events longer than 6 hours, a

refundable security deposit, equal to the Category 3 resident fee, is assessed per event day.

3. Functions held by individual town residents (e.g., weddings, birthdays, and other private or public events)—**resident fee**.
4. Functions held by residents of Garrett Park Estates or White Flint Park and certain other groups closely associated with the town—**reduced fee** based on 50% of the full (nonresident) fee (see category 5 below). A reduced fee is offered to residents of these communities as well as to nonresident employees of Garrett Park Elementary School, Garrett Park Nursery School, Garrett Park MCCA,¹ the Garrett Park Swimming Pool, and the Garrett Park Post Office, as well as current and former employees of the town government. This policy recognizes the close association of Garrett Park with these neighborhoods and with nonresident employees who serve these institutions.
5. Functions held by nonresidents—**full fee** (assessed per day).
6. Free presentations held by Garrett Park residents—**no fee** charged. This category covers informative or entertaining presentations offered by Garrett Park residents without admission charge (e.g., slide shows, lectures, concerts, and so on, for which there is no charge for attendance).² The duration of category 6 events shall not exceed 6 hours.
7. Memorial services:
 - a. **No fee** is charged for memorial services for current town residents or employees (or their family members), for deceased former employees, or for those deceased former residents who served as elected officials or town employees.
 - b. Memorial services for other former residents are charged the Category 3 **resident fee**.³
 - c. Otherwise, memorial services incur either **reduced** or **full fees** (see categories 4 and 5).

¹ Montgomery Child Care Association.

² A lecture with book signing would fall into this category. However, events held for the primary purpose of selling goods or services would not; these would incur the residents fee.

³ A memorial for a former resident who was neither an elected official nor an employee may receive a fee waiver if that person had made contributions to the town comparable to those made by elected officials or employees; in such cases, town staff will consult with the Mayor and Council on granting such a waiver.

8. Recurring classes open to town residents—**class fee**. This fee is assessed per class session.

II. Fee Schedule

Rental fees

The rental rates will be reviewed and updated periodically, reflecting, to the extent possible, market rental rates for similar facilities. As a general guideline, rental fees other than the resident fee will be raised by 10 percent every 5 years; the resident fee should be reassessed periodically, but no automatic adjustment is prescribed.

Rental fees are assessed by the day, except for class fees, which are per session. Fees must be paid in advance of the event; in the case of class fees, the fee for the whole series is to be paid in advance.

Full fee	\$600	Functions held by nonresidents of the town of Garrett Park
Reduced fee	\$300	Functions held by residents of Garrett Park Estates and White Flint Park and certain others
Resident fee	\$125	Functions held by residents of the town of Garrett Park
Class fee	\$50 per class	Recurring classes open to Garrett Park residents

Section IV provides a summary of rental fees according to categories and uses.

Other fees

Liquor license	\$50
Piano fee	\$50
Security deposit	Equal to rental fee (required for events longer than 6 hours)
Carpet removal	\$100
Bench removal	\$100

Waiver of rental fees. In unusual circumstances, individuals or groups may wish to request a waiver of rental fees. Such requests should be directed to the Mayor or Town Administrator, who will be responsible for deciding whether or not the circumstances are such as to justify a fee waiver. These decisions will be reported to the Town Council, who will decide whether that waiver should be considered a precedent that should be included in this policy or simply a one-time exception.

III. Category 2 groups and activities

Category 2 groups and activities may use the Town Hall without paying rental fees because of their close connection to Garrett Park, contributions to the life of the town, and fostering of residents' interests. Current groups and activities in this category are listed below.

Betsy White Fund benefits	GP Women's Club
Garrett Park Musicians Club and Coffee House	GPCAN
Garrett Park Film Society	Ilah Gieser Music Scholarship activities (Musicale, etc.)
GIVES (e.g., Soup Supper)	Lunch Bunch
GP Citizens Association	Over 80's party
GP Conservation Trust	GPES and Holy Cross Scout Troops
GP Swim Team	Senior Games

Periodically, the Town Council may be asked to review requests for new groups or activities to be included in this category or to remove groups or activities from the list (if, for example, an activity were to cease or a group to become obsolete, or if a group enforces discriminatory policies).

"Grandfathered" groups or activities. In addition, four groups or activities that do not clearly meet the criteria for inclusion in this category have traditionally not been charged rental fees for use of the Town Hall. These will continue in a no-rental-fee status,⁴ but are not to be used in the future as precedents justifying inclusion of additional groups or activities in category 2.

Garrett Park Estates Citizens Association meetings
George Oakley's student piano recitals
GP Nursery School Craft Fairs
Senior Exercise Classes

⁴ Other fees, including the security deposit for each event day, do apply.

IV. Summary of Rental Fees

The following tables summarize rental fees for different categories of users and uses.

All category 1 to 6 users and events

User	Event type		
	Official function	Category 6 event: Free lecture, slide show, etc.	All other events
Category 1 (town government)	No fee	N/A	
Category 2 groups	N/A	\$0	\$0
Category 3 (current residents)		\$0	\$125
Category 4 (GPE/WFP residents; GPES, GPNS, etc. employee; see description)		\$300	\$300
Category 5 (All other nonresidents)		\$600	\$600

Category 7. Memorial service rentals

Memorial for	Fee
Current resident or family member	\$0
Current town employee or family member	\$0
Former town employee	\$0
Former resident	\$125 (or \$0*)
GPE/WFP resident, GPES, GPNS etc. employee (see category 4)	\$300
Nonresident	\$600

*No rental fee is charged for memorial services for deceased former residents who served as elected officials or town employees; rental fee may be waived for other former residents who made comparable contributions to the town.

Category 8. Recurring class charging tuition

\$50 per session